

LANCASTER COUNTY
ASSISTANT NURSING INSERVICE EDUCATION COORDINATOR

NATURE OF WORK

This is professional nursing work assisting the Nursing Inservice Education Coordinator in determining the educational needs of the nursing staff, developing and coordinating inservice education programs, and providing a comprehensive orientation for all new nursing employees within a county operated skilled and intermediate care facility.

Work involves the responsibility for assisting in identifying specific training needs of the nursing staff, and providing ongoing training programs to satisfy those needs; following up to insure training needs are being met; instructing nursing assistants in basic geriatric nursing principles; assisting in conducting general nursing orientation sessions; assisting in presenting safety orientations; and participating in the development of treatment procedures in accordance with nursing practice and applicable local, state, and federal rules and regulations. An employee in this class will be expected to exercise independent judgment and personal initiative within the framework of established departmental policies. Supervision is received from the Nursing Inservice Education Coordinator with work being reviewed in the form of conferences and the effectiveness of the training provided.

EXAMPLES OF WORK PERFORMED

Assist the Director of Nursing in identifying the specific training needs of nursing staff and provide ongoing training programs to satisfy those needs per current state and federal regulations; assist in the development and revision of nursing procedures to insure compliance with state and federal regulations.

Assist in providing training regarding new medical procedures, equipment, and treatments; assist in evaluation methods to insure training needs are met.

Instruct Nursing Assistant I applicants in the Basic 75 Hour Geriatric Aide Course; assist in providing a minimum of 12 hours continuing education for Nursing Assistant I's to insure continuing competence in accordance with state and federal regulations.

Assist in providing and/or coordinating yearly inservices for all staff regarding fire and safety, disaster procedures, infection control, and residents' rights; provide general orientation for nursing staff including orientation to the physical plant and departmental policies and procedures.

Act as Nursing Inservice Education Coordinator in his/her absence.

DESIRABLE KNOWLEDGES, ABILITIES, AND SKILLS

Considerable knowledge of professional nursing principles, practices, and treatment methodologies.

Considerable knowledge of the aging process and the delivery of nursing services in a skilled and intermediate care facility.

Considerable knowledge of the principles of disease prevention and control as such applies to the operation of a skilled and intermediate care facility.

Considerable knowledge of instructional materials and the educational process.

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Considerable knowledge of the various types of equipment utilized in the delivery of geriatric nursing services.

Knowledge of current literature and research developments in the nursing and medical professions.

Ability to communicate effectively both orally and in writing.

Ability to identify specific training needs of the nursing staff.

Ability to establish and maintain effective working relationships with co-workers and the general public.

Skill in the operation of complex medical equipment.

DESIRABLE TRAINING AND EXPERIENCE

Graduation from a school of nursing accredited by the National League of Nursing with a Bachelor of Science Degree in Nursing plus considerable experience in developing, coordinating, and providing nursing inservice training programs within a skilled and intermediate care facility and completion of a "train-the-trainer" program approved by the State Department of Health.

MINIMUM QUALIFICATIONS

Graduation from a school of nursing accredited by the National League of Nursing plus experience in a nursing facility including varied responsibilities such as direct resident care, supervision, and staff education, or any equivalent combination of training and experience which provides the desirable knowledges, abilities and skills.

NECESSARY SPECIAL REQUIREMENTS

Possession of a valid license to practice as a registered nurse in the State of Nebraska.

Employees in this class working at Lancaster Manor must meet such physical and health requirements necessary for employment in a licensed skilled and intermediate care facility as required by the State of Nebraska.

Approved by: _____
Department Head

Personnel Director

Revised 10/96

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